# GIA Environmental Health and Safety Emergency Response Plan Standard

**DOCUMENT IDENTIFIER:** A-SP-ELMF743-00-0000 Rev A, 01-Apr-1991

**ABSTRACT:** The purpose of this GIA standard is to define the basic elements and responsibilities for the establishment of a site Emergency Response Plan and Emergency Response Team (ERT).

**APPLICABILITY:** This GIA standard shall apply to GIA facilities and operations worldwide, unless superseded by more stringent country and/or local regulations.

**STATUS:** APPROVED 01-Apr-1991; use VTX SMC for current status.

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# 1 INTRODUCTION

The purpose of this GIA standard is to ensure that an Emergency Response Plan and a supporting organization is in place to respond to emergency situations, and to:

Protect site occupants

Eliminate any threat to the health and safety of the community

Minimize business interruption

Preserve Digital's property

Provide efficient remedial services

## 1.1 SCOPE

This standard shall apply to GIA facilities and operations worldwide unless superseded by more stringent country and/or local regulations.

### 1.1.1 Policy

Each site shall develop and document a formal Emergency Response Plan.

An Emergency Response Team (ERT) shall be established to implement the plan.

## 1.2 RESPONSIBILITIES

This subhead describes the responsibilities of the persons involved in fulfilling the requirements of this document.

- Site Manager

  Ensure that a documented Emergency Response Plan is developed and implemented through the establishment of an ERT, under the direction of an assigned ERT Director.

  Act as the primary contact with public emergency organizations.

- ERT Director

  Develop a site specific Emergency Response Plan.

  Ensure the establishment and operation of the ERT and be the focal point during emergency response activities.

  Ensure the involvement of the necessary site functions and establish the necessary response teams.

  Ensure that outside agencies are aware of the Emergency Response Plan and are familiar with site operations.

  Ensure that team leaders are identified and responsibilities are defined.

Ensure that the required training is conducted and records are maintained.

- Emergency Response Team

  Be properly trained.

  Be available to respond as required.

  Follow established procedures.

### 1.3 LANGUAGE REQUIREMENT FOR THIS STANDARD

The details of this GIA standard and all documentation associated with it, such as manuals, training materials, signs, labels, postings, and so forth, must be available in English and the accepted and official local languages.

## 2 PLAN REQUIREMENTS

This subhead describes requirements for an emergency response plan.

### 2.1 EMERGENCY PREPAREDNESS PLANNING

Site specific needs determine the amount and type of planning. These needs are defined by the size, type of operation, and associated factors. The plan must be documented and known to employees and contractor employees, as well as ERT members, so all personnel can perform their required tasks.

The Emergency Response Plan shall be prepared and communicated to all personnel including contractor employees. It shall include the following elements.

- Evacuation and accounting for site inhabitants, including contractor employees and visitors
- Consideration of life safety details in the construction and operation of the site (for example, aisles, exits, accessibility including for persons with physical disabilities, and so forth)
- Chemical release and spill
- Fire fighting

**WARNING**

**Although not an absolute ERT requirement, the use of portable fire extinguishers by trained personnel for handling incipient fire is acceptable as long as the activity does not compromise a personal safety.**

- Regular documented training and drills on all phases of the plan. Results are to be reviewed with follow-up as required.
- Inclusion and involvement of country and local authorities, as needed.

### 2.1.1 PLAN DETAILS

The Emergency Response Plan shall begin with a charter, defining the function of the Emergency Response Team.

The written plan anticipates and responds to potential emergencies and associated needs, such as:

Evacuation

Medical emergencies

Chemical spills

Toxic releases to the environment

Fire and explosion

Bomb threat

Natural disaster

Power failure

Severe weather

Civil unrest and sabotage

Facility distress

Equipment salvage and repair

Asset and business protection

Potential issues of concern include, but are not limited to:

Evacuation of persons with physical disabilities, visitors, and contractor employees

Assembly points during a site evacuation

Accounting for all personnel for whom a manager or supervisor is responsible

Horns, lights, and other methods of warning

Establishment and location of a command post during emergencies

Establishment and location of a media communications center

## 2.2 ERT RESPONSIBILITIES

The ERT shall receive, at a minimum, training to fulfill their responsibilities and the requirements defined by the emergency preparedness plan. Teams to be established may include but should not be confined to the following:

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| Medical Emergency Response Team | Trained to respond to defined medical situations until professional medical attention arrives at the scene. |
| Spill Team | Trained to respond to spills/releases (liquid, gas, solid) within the facility and those that may pose a hazard to the environment. |
| Mechanical Team | Trained to respond to site facility needs, such as service shutdown, equipment shutdown, and operation of the sprinkler system (if one exists). |
| Evacuation Coordinator | Trained to ensure the orderly evacuation and re-entry of the facility. Coordination of communications relating to evacuation status. Establish the command post. Coordinate response activities with local response agencies such as the fire department, police, and hazardous materials response groups. |

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